

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held
Thursday 16th October 2025 at 9 am at the Town Hall.**

Present; Cllrs Jarvis (Chair), Davy, Flunder.

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Goldsmith – noted.
2. **Declarations of interest:**
To receive any declarations of ORI/ Non-Registerable interest regarding the agenda. Nil
To receive any declarations of Disclosable Pecuniary Interest regarding the agenda. Nil
To receive any request for dispensations regarding the agenda. Nil
3. **Matters from the public on matters relating to matters on the agenda.** Nil
4. **Minutes of the previous meetings** – approved.
5. **To Review management accounts to 30th September 2025.**

Members reviewed the 6-month management accounts to 30th September 2025 on a line by line basis.

Income

Second half precept received September.

Grant £1k from ESC towards a legacy from Men's Tour received September.

Income from properties in line with budget.

Market income has been sustained as pitch capacity has been v good during summer.

£3231 received to date from donations for Gardner Rd car park.

Insurance invoices for 2025.2026 will be invoiced.

Recommend approve budget changes as per document attached.

Expenditure

Audit Fee invoice now received for payment.

Prof fees Station Rd relate to final Party Wall bill.

Property land maintenance budget includes some for the Water Tower repairs.

Hurren Terrace gable end works have started.

Grant expenditure to be covered from grant income.

Donations – see separate document for full details of those agreed/ committed.

6. **To review the balance sheet** and to approve reconciliations to 30th September 2025.
Balance sheet as expected – approved and agreed by all for Chair to check and sign the reconciliations and balance sheet.

7. **To review Reserves** –No virements required for September 2025, approved and agreed by all for Chair to sign these off.
8. **Investment – CCLA** – to consider whether withdrawals / investment required.
CCLA remain AAA rated and still appropriate for council funds. No matters of concern. No transfer required to/ from CCLA. Agreed by all.
There is a CCLA updating webinar in October which the Town clerk and Cllr Flunder have subscribed to.
9. **Budget 2026 – 2027** – to note timescales for cttees to provide budgets to finance cttee by 26th November as this is date when first draft budget will be collated.
10. **Pension re-enrolment – To note action required** - Third anniversary of previous re-enrolment date: 17 November 2025. Re-declaration deadline: 16 April 2026 (see Employment group). Noted.
11. **Grants / Donations** update of those received and any new opportunities/ requests including;
Grant Monies Received – Nil in this period.
Grant Opportunities
Possible grant funding available;
Sustainable Development Fund – Land E and C/Trust to consider.
National Environmental Impact Fund – L and E and C/Trust to consider.
ESC Sizewell Tourism Fund – L and E to consider the guidelines/ outcomes required.
ESC Visitor Economy Scheme – L and E to consider the guidelines/ outcomes required.

Other Grants / donations information and requests received.
Nil
12. **Audit 2025 – 2026 – Assertion 10** - .gov.uk – e mail address to consider costs.
As part of Assertion 10 councils need to have an e mail address for which they hold the domain. STC does comply by holding the domain, but it is not the recommended .gov.uk address. To totally comply it is recommended that the e mail addresses for all staff be converted to a .gov.uk address. Cost £900.
13. **Terms of Reference of Committees** to be reviewed.
Members considered the revised Finance and Governance Terms of Reference and recommend that these be approved.

The HR working group have met several times in recent weeks. Many councils operate a Personnel cttee as a standing cttee as they have a consistent role with regards to HR and H and S policies as well as overseeing staff welfare. **It is considered that with 4 staff now, it would be appropriate for the working group to become a standing Personnel cttee. Members considered the Terms of Reference for the suggested Personnel cttee and recommend that a cttee be formed and that the draft Terms of Reference be approved and adopted.**

14. **LGR** – update since last meeting – Both ESC and SCC have put in their submissions for unitary status. Mayoral nominations are being received. Discussion took place as to whether the Harbour would be under the control of the Mayor or within a unitary. It was stated that a Mayor can request the power to do certain things, so the Town Council could petition for Southwold Harbour to come under the control of the Mayor if it wished to.

Asset mapping – ESC has a stake in the Enterprise Hub. Discussion as to whether STC should liaise with ESC now about this or wait until the Unitary decision has been made. Subsequent to the meeting the town council solicitor advised that there are probably matters to be taken up direct with ESC before any LGR decisions/ transfers.

15. **If Required Exclusion of Public and Press**: *Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.*
- a. Property/ rental matters

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